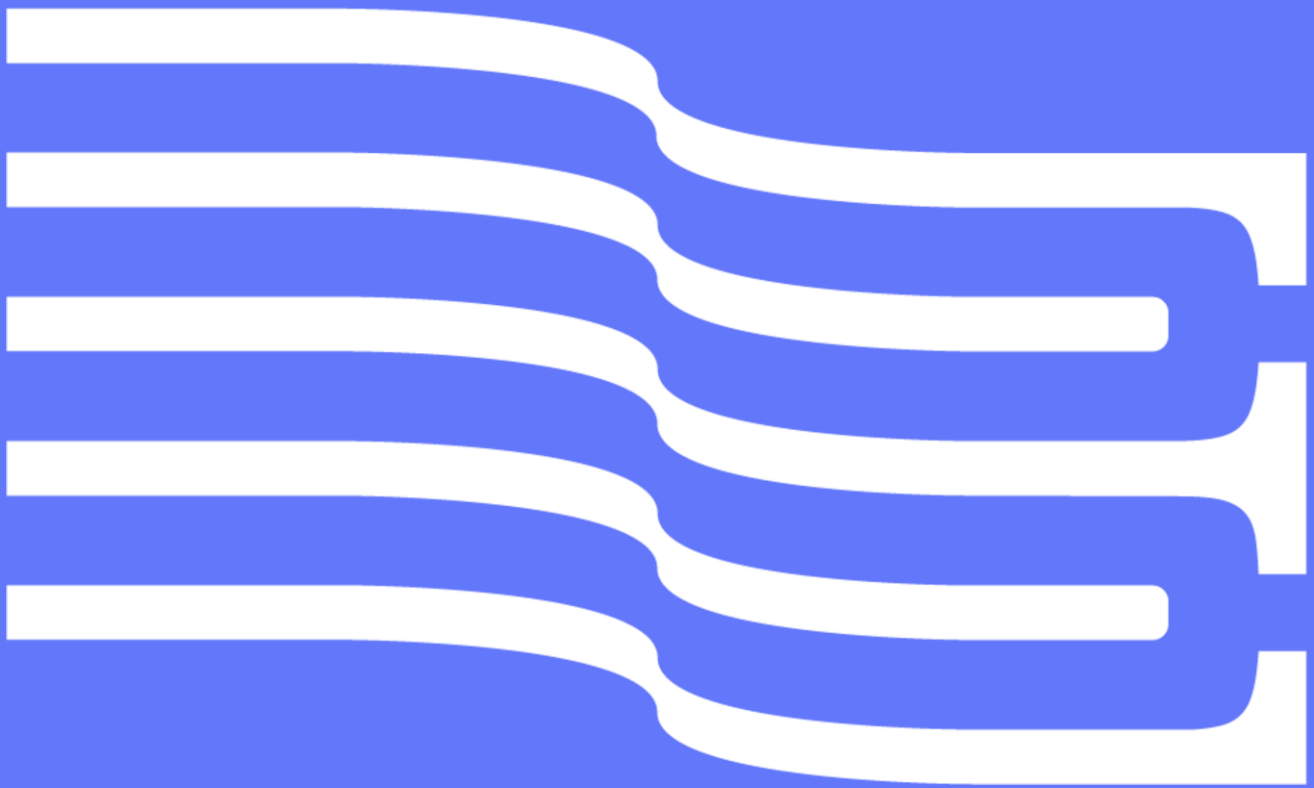




Edinburgh
International
Book Festival



Administrator

Administrator: Job Description

Contract

Full-time, fixed term contract to December 31st 2024

Salary

£25,100

Key dates

Schools Programme launch: April 2024

August Programme launch: Various dates in June 2024

August Festival: 10 - 25 August 2024

A programme of events and activities takes place throughout the year; key dates are determined by our Communities Programme strategy and will vary each year.

Background

The Edinburgh International Book Festival brings leading and emerging Scottish, UK, and international authors and thinkers together to inspire each other and audiences through an extensive programme of public events, including conversation, interactive activities, and performance. The Book Festival takes place in person in Edinburgh but has a significant digital offering to reach authors and audiences around the world.

The Book Festival has a reputation as a powerful forum for the public to exchange views with writers and experts on a wide range of issues: social, ethical, and political as well as literary and cultural. At the heart of the Book Festival's activity is an integrated approach to creative learning and education, with the aim of expanding participation in democratic discussion, fostering a love of reading and developing engaged, knowledgeable audiences of all ages and backgrounds.

The Children's Programme - comprising author events, activities, and workshops - is produced for young audiences of all ages, from babies to teenagers. In addition, an extensive Schools' Programme is created for primary and secondary pupils, as well as teachers, with thousands of school children attending each year. All tickets to schools' events are free, and each child goes home with a free book.

Through our Communities Programme we bring local people and organisations from across Scotland together with professional writers and artists to have big conversations, unearth new stories and provide a space for everyone's voice to be heard. As an organisation of local, national, and international reach, we shine a light on underrepresented communities, supporting them to develop their voices through cultural activity.

The Team

The Book Festival has a permanent staff of 20 throughout the year, expanding over the spring and summer to a peak of around 100 staff during the Festival. All staff members are encouraged to play a role in the ongoing development of the organisation through several full team planning and debrief meetings during the year. The heads of each department form the Senior Management Team.

Our current Administrator has been seconded internally until Dec 2024, giving rise to this fixed-term vacancy.

The Role

The post-holder will be joining the Book Festival's highly performing team in a supportive and enjoyable working environment. This is a varied and stimulating role, with a broad range of responsibilities at different points in the Festival calendar. Reporting to the Head of Operations & Finance, the Administrator will contribute to the smooth running of a busy office and provide vital administrative support to the whole team throughout the year. The Administrator acts as the first point of contact for the Book Festival and must maintain a professional, welcoming approach to visitors to the office. The Book Festival is a great place to meet interesting people and make friends and although it can be a demanding work environment, it is also sociable and supportive.

The Administrator is responsible for:

Office Management

- Being the first point of contact for all visitors to the office.
- Answering the main phone, Admin and recruitment inboxes, postal queries from customers, Festival partners, Festival participants, press and others, ensuring all enquiries are dealt with promptly.
- Managing the Admin phone line and setting up phone messages in line with opening hours.
- Liaising with contractors.
- Receiving and distributing post and deliveries and arranging courier collections.
- Keeping the office tidy and well stocked with all supplies.
- Ensuring the Administration Handbook is kept up to date and changes communicated to the staff team.

Administration

- Assisting with weekly and monthly meetings, including taking and distributing minutes to the team.
- Filing of invoices for the Finance Officer and set up of annual folders.
- Supporting other departments with administration on an ongoing basis.
- Liaising with Church of Scotland reception for room bookings and technical needs.

- Organising 4 x yearly staff planning days and meetings.

Festival Administration

Assisting with general preparation for the Festival including:

- Liaising with other departments to order supplies and coordinate deliveries, especially during the site build and Festival.
- Production and distribution of all participants, guests, press and staff security passes, signage for the Festival site and copies of schedules and rotas to key areas.
- Ordering and distribution of uniforms for festival staff.
- Disposal of lost property at the end of the Festival.
- Management of the office during the Festival, including fielding enquiries to colleagues on site, reacting to unexpected situations and responding quickly and appropriately to customer feedback.
- Taking and distributing minutes of morning briefing minutes from the morning meeting during the Festival.
- Assisting with the temporary staff training days.

HR

Assisting the Head of Operations & Finance and the Audience Services Manager with booking training, year-round recruitment and recruitment of up to 60 temporary staff for the Festival, including:

- Setting up and managing vacancies, greeting candidates, sending out reference requests for successful candidates.

Person Specification

The successful candidate will possess the following:

Essential

- 1 years' experience in office administration.
- An enthusiastic and conscientious personality with a willingness to 'muck in'.
- A confident and skilled communicator who can use initiative to deal responsibly and positively to urgent matters and immediate demands.
- Good organisational and IT skills, with a working knowledge of Microsoft Office.
- A demonstrable ability to take the initiative and work independently.
- Ability to work collaboratively across the team, balancing multiple priorities.
- Ability to prioritize against tight deadlines.

Desirable

- An interest in the Scottish and international literary landscape.

Personal attributes

- Has a commitment to equality, inclusivity, and diversity.
- A proactive and positive approach to work.

- The confidence to ask for assistance and support when necessary.
- Adopts a flexible, adaptable approach to tasks and relationships.
- The ability to communicate honestly, openly, and consistently.
- Pays the utmost attention to detail but understands the bigger picture.

Terms and conditions

The Book Festival team work out of our offices at 121 George Street, Edinburgh. The 2024 festival will be held at the Edinburgh Futures Institute.

The Book Festival has a flexible working arrangement, allowing team members to work at the office (for a minimum three days a week) and at home. It is important that at least two of the Administrator's days in the office align with the rest of the Operations Team.

Regular office hours are 9:30-17:30 Monday-Friday outwith of festival time, with additional hours required at peak times of the year.

During the Festival, staff are expected to work up to 6 days a week. Time Off In Lieu (TOIL) will be given for weekend days worked.

Book Festival employees receive 34 days of paid holiday leave per year, consisting of an allowance of 28 days with an additional 6 public holidays across Easter and New Year. There is a two-week shutdown over Christmas which uses 6 days of the annual leave allowance.

Unless otherwise stated, all staff are subject to a three-month probationary period and performance review towards the end of their first Festival cycle.

The salary for this position will be £25,100. It will be paid on the 28th of each month in arrears by bank transfer.

The Book Festival will pay a contribution of 3% of salary into our approved, auto-enrolment pension scheme and employees must make the minimum statutory contribution through payroll.

Equal opportunities

The Edinburgh International Book Festival is an equal opportunities employer and a Real Living Wage employer. Our work is framed by a commitment to a commitment to Equality, Diversity, and Inclusion.

The Book Festival is a working environment where everyone is treated fairly, and our differences are celebrated as strengths. We encourage applicants with diverse backgrounds and experiences to apply.

If you have any specific access requirements, please let us know and we will do our best to meet your needs.

How to apply

Please read the job description carefully and complete the online application using the links on our website: <https://www.edbookfest.co.uk/about-us/jobs>.

Please ensure you upload a copy of your current CV (no more than two pages) and an application letter outlining your suitability for the role and why you wish to work at the Book Festival. You may include any other information that supports your application, and we ask that you provide two recent professional references.

If the job description doesn't answer your questions, please contact Fiona Fergusson, Head of Finance & Operations, fiona.fergusson@edbookfest.co.uk

Closing date for applications: Sunday 17 March, 12 midday

Interviews: Wednesday 27 March 2024

Interviews

Interviews will be held at the Book Festival offices at 121 George Street, Edinburgh, EH2 4YN (for local candidates) or on Zoom if preferred.

The Edinburgh International Book Festival Ltd has its registered office at 121 George St Edinburgh and is a company limited by guarantee (SC079939) with charitable status (SC010120).